

 Indian Bank इलाहाबाद ALLAHABAD	विभाग / Department वित्तीय समावेशन FINANCIAL INCLUSION	अंचल कार्यालय / Zonal Office Pearl Arcade, 8 th East Main Road, Gandhi Nagar, वेल्लूर / Vellore-632006 Phone No: 0416-2249627
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ZOV/FI/70/2023-24

Date: 08.12.2023

The Deputy General Manager (I T)
Indian Bank,
Corporate Office,
Chennai.

Dear Sir,

Sub: Porting of advertisement for engagement of support staff in IndSETIs at Ranipet, Tirupattur and Vellore and FLC at Tirupattur in Bank's Website.

As approved by our Bank's Board regarding adoption of the Human Resources Policy for outsourced staff of IndSETIs, application seeking expression of interest for engagement as support staff of IndSETIs at Ranipet, Tirupattur and Vellore and Application for the Post of FLC at Tirupattur District are enclosed along with terms and conditions.

We request that the same may be ported in Bank's website following due process.

Yours faithfully


Zonal Manager

Encl : Application and terms & conditions for engagement of Support Staff at Ranipet Tirupattur and Vellore and Application for FLC at Tirupattur.

Copy to: Executive President, IBTRD/DGM(HO : RBD/ CO:FID), Chennai





Indian Bank Self Employment Training Institute (INDSETI)
O/O The Co Chairman (IBTRD) , Indian Bank , Zonal Office , Gandhi Nagar , Vellore.

**ENGAGEMENT OF SUPPORT STAFF AT INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE
(INDSETI) VELLORE ZONE ON CONTRACT BASIS**

IMPORTANT: LAST DATE OF RECEIPT OF APPLICATION – 20.12.2023

Indian Bank Trust for Rural Development (IBTRD) is running Indian Bank self – Employment Training Institutes (INDSETIs) in the Lead Districts. Now, IBTRD is looking for engagement of support staff on **contractual basis** for a period of three years at INDSETIs for training and official duties. The details are given below:

Faculty – 01 Post at IndSETI ., Tirupattur.

Qualification / other criteria for Faculty

No. of vacancy – 01

S. No	Parameters	Norms
1	Age	22 - 40 years
2	Educational / Qualification	Graduate/Post Graduate viz.,MSW/MA in Rural Development /M A Sociology/Psychology/ B.Sc.(Vet/ Agri/Hort/Agri.Marketing)/ B.A. with B.Ed. etc.,
3	Preference	Previous experience as Faculty preferred.
4	Communication skills	Fluency in local language and English with sound computer knowledge is essential.
5	Technical Skills	Should have a flair for teaching. Skill in typing in English is essential. Typing skills in local language (Tamil) an added advantage.
6	Remuneration	Rs.20000/- Per month with other applicable allowances.
7	Engagement Period	On contract basis for 3years with annual performance review and renewal of contract.
8	Selection Process	Written test followed by Personal Interview

Office Assistant – 03 posts at Ranipet -1, Tirupattur -1 and Vellore -1.

No. of vacancy - 03

S. No	Parameters	Eligibility Criteria
1	Age	22 to 30 years
2	Educational Qualification	Shall be a graduate viz., (BSW/ BA/ B.com/ with computer knowledge. Knowledge in basic accounting is preferred qualification.
3	Experience	Previous experience as Office Assistant is preferred.
4	Communication skills	Shall be fluent in spoken and written local language, fluency in English would be an added qualification.
6	Technical Skills	Shall be proficient in MS Office, Internet & Tally. Typing Skill in English is essential. Typing skill in local language (Tamil) would be an added advantage.
7	Other requirements	Valid Driving License is a must since the nature of job also involves travelling / field visit.
8	Salary structure and other details	i. Consolidated Salary of Rs.12, 000/- which may be revised on an annual basis @ 10% on satisfactory

		performance. ii. Fixed Travel Allowance (FTA) Actuals subject to minimum of Rs.1000/-pm against bills or can claim Rs.500/- on declaration basis. iii. Leave / non-financial benefits as decided by the Trust from time to time.
9	Application site	www.indianbank.in / career. Please super scribe location name on the cover while sending application.
10	Selection Process	Written Exam and Interview

Attenders – 2 posts at Ranipet -1 and Vellore -1 .

No of Vacancy - 02

S. No	Parameters	Eligibility Criteria
1	Age	22-40 years
2	Educational Qualification	Matriculation -10 th Pass.
3	Technical Skills	Should read and write in Tamil
4	Nature of Job	Basic support services like maintenance of premises, filing and any work as assigned by the other Staff.
5	Salary structure and other details	(i) Consolidated salary of Rs. 8,000/- which may be revised for the ensuing year by an amount not exceeding 10% of preceding year's consolidated salary based on satisfactory review/ performance of services rendered. (ii) Fixed Travel Allowance [FTA) – Rs.500/- PM
6	Selection Process	Personal Interview
7	Application site	www.indianbank.in / career. Please super scribe location name on the cover while sending application.

Other Terms and conditions:

1. The selected candidate will be engaged on **contractual basis** for a period of three years subject to annual review and renewal of the contract once in a year. Such engagement shall come to an end after expiry of period of contract. During this period, his/her services may be terminated at any time at Trust's discretion, if his/her work and conduct are not found satisfactory or for any other reasons whatsoever. It is, however, to be clearly understood that the decision of the Trust about his/her work and conduct being satisfactory or otherwise or in terminating his/her services for any reason whatsoever shall be final and binding upon him/her.
2. If there is any disciplinary action taken against any candidate in his / her earlier organization, the decision of the Management of Trust / Society / RSETI regarding the selection of the said candidate, shall be final and binding.
3. Applicant shall apply in the prescribed format with full details viz. Name with Photo, Father's name, Date of Birth, correspondence Address, Permanent Address, Phone/Mobile number, Educational Qualifications with photocopy of Certificates, Experience, Post applied for etc.
4. Completed application with all particulars supported by relevant certificates to be sent By Post / Regd. Post to the Zonal Office, Vellore - address as given hereunder:

**The Co – Chairman(IBTRD),
O/O Zonal Manager,
Indian Bank ,
Gandhi Nagar , 8th East Main Road ,
Vellore -632006.**

5. **The INDSETI reserves the right to reject incomplete/ ineligible application**
6. Selection Process comprises of:
 - Written Test to assess General Knowledge and computer capability.
 - Personal Interview to assess communication ability, leadership qualities, attitude, problem solving ability and ability to get along with the trainees, developmental approach.
7. Selected / empaneled candidates shall be placed in the waiting list for future absorption, if required.
8. Validity of the empaneled candidates shall be for a period of one year.
9. The duties and responsibilities of the Office Assistant/ Attender shall be as entrusted by the Director, INDSETI.
10. The candidate so engaged shall not during his/her period of engagement involve Himself / herself directly or indirectly in any other business or employment while engaged by INDSETI and shall devote time and best skills and efforts in the service of the INDSETI.
11. The candidate shall do any duty entrusted to him and take precautions to safeguard the INDSETI's goodwill / interest / property against negligence, mishandling or non-Performance during the course of his / her duties or otherwise.
12. The selected candidate will be required to join immediately at the Institute, in any case not later than 15 days from the date of receiving the offer letter.
13. The selected candidate will be required to submit a medical fitness report signed by a District level medical officer, prior to joining to confirm his / her current state of health.
14. If the candidate desires to withdraw his engagement as Office Assistant / Attender, he / she shall give one month notice to the INDSETI of his intention to do so.
15. Any misconduct will be dealt with disciplinary proceedings and suitable punishment including termination will be under taken by the Trust.
16. The candidate shall at all times observe the secrecy about any information coming to his knowledge during the period of his / her engagement and shall not take any papers, books, documents, computer software materials or any other property of the INDSETI out of the work place / premises nor shall he is any way at time disclose, divulge to anybody or make public any information of the INDSETI. He / She shall be

responsible for and shall take care of all books, computer software materials, documents or any other property / properties of the INDSETI generally and specifically entrusted to him / her.

17. If it is found that the candidate had at the time of his engagement as faculty thereafter given false information regarding name, age, percentage of marks, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, his / her contract in the INDSETI will stand disengaged forthwith.
18. There will be No commitment / obligation / liability for the Bank to absorb such candidates who are selected on contract for any job in the Bank at any time.
19. The candidate has to adhere to any other terms and conditions stipulated by the Trust from time to time.
20. The selection / renewal of contract is based on the guidelines / norms as per HR policy adopted by IBTRD.
21. Certificates & documents to be submitted will be informed through engagement letter (After completion of selection process).



Indian Bank Self Employment Training Institute (INDSETI)

No.144, II Floor, Catcheri Street, Tirupathur - 635 601
Tel: (04179) - 222248. E-mail: indtirupathur@indianbank.co.in

APPLICATION FOR ENGAGEMENT AS FACULTY ON CONTRACT BASIS

1. Name :
2. Father's Name :
3. Age & DOB :
4. Address :
(For Communication)
5. Contact Number :
6. E-mail ID :
7. Language Know :
8. Marital Status :
9. Nationality :
10. Educational Qualification:

Please affix
your
photograph
here

s.no	Qualification	Specification/ Main subject	Name of Institute & university / Board	Year of Passing	% of Marks

11. Technical Skills :
 - c. Typing:
 - d. Computer:
12. Work Experience :

s.no	Organization	Designation	Nature of job	Period

I hereby declare that above information given by me is correct and true to the best of my knowledge. I accept the terms and conditions as mentioned above.

Date:
Place:

Signature of the Applicant



Indian Bank Self Employment Training Institute (INDSETI)

APPLICATION FOR ENGAGEMENT AS OFFICE ASSISTANT/ ATTENDER ON CONTRACT BASIS

1. Name :
2. Father's Name :
3. Age & DOB :
4. Address :
(For Communication)

Please affix
your
photograph
here

5. Contact Number :
6. E-mail ID :
7. Language Known :
8. Marital Status :
9. Nationality :
10. Educational Qualification:

S.No	Qualification	Specification/ Main subject	Name of Institute & university / Board	Year of Passing	% of Marks

11. Technical Skills

a. Typing :

b. Computer :

12. Work Experience :

S.No	Organization	Designation	Nature of job	Period

I hereby declare that above information given by me is correct and true to the best of my knowledge. I accept the terms and conditions as mentioned above.

Date:

Place:

Signature of the Applicant.